

**SECTOR SOUTHEASTERN NEW ENGLAND
PPE INVENTORY AND EQUIPMENT MAINTENANCE PROCESS AND
PROCEDURES**

(Revision 4: 22 May 2015)

- 1. Implementation and scheduling is the responsibility of each Division and Flotilla as to who is assigned as the responsible member to maintain the records and the assignment and scheduled training of the Rescue and Survival Systems (R & SS) Inspector as long as the requirements are met. Failure to meet the requirements will result in disapproval of requested orders.**
- 2. Division and Flotilla Binders will be inspected by the Coast Guard.**
- 3. Copies of the forms and MPCs can be found on Division's 7 web site under member information:
<http://wow.uscgaux.info/content.php?unit=013-07&category=MEMBERONLY>**

There are 4 major topics listed. Completing and Distribution of Form AF538, Rescue and Survival Systems Equipment Maintenance Record, Inspection of PPE, Assigning and Training of a Rescue and Survival (R & SS) Inspector and Addition Considerations:

1. COMPLETING AND DISTRIBUTION OF FORM AF538:

- a. Each Boat Crew member and/or Coxswain must complete a new AF538 listing all equipment used on Operational Missions in their possession.
 - i. Prepared the AF538 listing all the equipment that was privately bought and issued by the Coast Guard
 - ii. Take the AF538 and your equipment to a certified R & S inspector for inspection. Make sure that the Inspector signs the form (front and back, page 1 and page 2).
- b. Prepare the AF 538 in triplet and distribute the copies as listed:
 - i. Copy 1: to the Flotilla Commander or who is designate to be placed in the binder
 - ii. Copy 2: send to Arnie Geller, ASC
 - iii. Copy 3: Keep for your records

2. RESCUE & SURVIVAL SYSTEMS EQUIPMENT MAINTENANCE RECORD

- a. Prepare a maintenance record for each piece of equipment
- b. The maintenance record is to be kept in the binder (DO NOT SENT TO AUXLO or ASC)
- c. Most equipment requires a semi-annual inspection. Since most of the Auxiliary Facilities are only in the water for six months:
 - i. Place the equipment into service on the date of the inventory
 - ii. Take the equipment out of service in the fall and then place back in service the following spring.

3. INSPECTION OF PPE:

- a. Take the copy of your AF538 and your PPE equipment to get it inspected.
- b. Have the Inspecting person sign the back of Form AF538 (page 2).
- c. Inspections can be made by the R & SS Petty Officer at a Coast Guard Station, Division R & SS Inspector or a Flotilla R & SS Inspector
- d. Send a copy of the AF 538 to Arnie Geller, ASC (Division 9 - send copies to Arnie Geller and Jim Healy)
- e. Make out a rescue & Survival Systems Equipment Maintenance record for each piece of equipment and have it filed in the Flotilla binder.
- f. Follow the instructions on the MPC cards for the particular piece of equipment being inspected.

4. ASSIGNING AND TRAINING OF AN R & SS INSPECTOR:

- a. An R & SS Inspector and an R & SS Officer is to be assigned for each Division and each Flotilla
- b. The Division and each Flotilla are responsible to schedule their own training of the R & S Inspector
- c. Request that the Teaching Station give a Certificate to the trained R & S Inspector.
 - i. The Flotilla or Division may have to print the certificate and have the CO of the station sign them. These certification letters are to be forwarded to the Division and Flotilla R & SS Officers, AUXLO and ASC.
 - ii. Senior Chief John Fretts will also issue certificates.
- d. The Training of the R & SS Inspector is approximately 4 to 8 hours
- e. R & SS Inspectors may only be trained by a R & SS Petty Officer at a Coast Guard Station or the Division R & SS Inspector subject to the approval of the Division Commander,

5. ADDITIONAL INFORMATION:

- a. **MPC:** Follow MPCs for instructions on how to attach equipment to PFD or SAR vest and how to inspect all of the equipment.
- b. **INFLATABLE PFD:** The MD3183 (Auxiliary = V34; Coast Guard = V22) is the only inflatable authorized for use in 1NR.
 - i. Confirmed by CWO Thomas Langdale, OTO
 - ii. Coast Guard will not supply or replace any inflatable
 - iii. Coast Guard will not supply any rearming kits
 - iv. Accessory Pouch or Pouches must be used.
 - v. Must follow MPC and PQS
 1. Signed PQS must be filed in the Flotilla Binder.
- c. **1149:** Form 1149 is used to transfer equipment from one person to another. Both the person transferring the equipment and the person receiving the equipment are responsible to maintain a copy of the form showing the transfer.
- d. **SERIAL NUMBER:** Each SAR vest, PFD, Float Coat and Mustang are to have the Auxiliary Member's serial number written on them (location designated by the corresponding MPC). The seven digit serial number is the Member's first 3 letters of their last name plus the last four numbers of their Auxiliary ID (EXAMPLE: Last Name Geller, Aux ID 1231939: Serial Number = GEL1939).

- e. **FLOAT COAT:** Float Coats are authorized for use only on patrols (on the boat only). It is not to be worn to and from the boat or in any other function unless specifically authorized by the unit CO, order issuing authority and DIRAUX. (IE: Land based HARPATS when walking docks in cold weather) **Float Coats are never considered outerwear similar to cold weather blue parkas.*
- f. **SAR VEST:** SAR Vest is optional.
- g. **REQUIRED EQUIPMENT:** The required equipment consists of a PFD, Strobe, Mirror and whistle (without a pea). The survival knife is optional. All Equipment must be attached to the PFD using proper cord for the Lanyards.
- h. **LANYARD CORD:**
 - i. The manufacture of the cord is E.L Wood Brading Co., Inc. MSN # 4020-00-240-2154, Cord Nylon Color Natural, mil-c-50408 Type 1, ISC 1/16" diameter. The cord can be ordered from Horizon Industries - East Texas Lighthouse for the Blind, 500 N. Bols D'Arc, Tyler, Texas 76702, for \$47.21 per 1500 foot roll. URL: <http://horizonind.com/collections/mil-spec-paracord/products/2154>
 - ii. Cord may also be locally purchased at Michaels. It is Parachute Cord 95. Very similar to the cord above, a very little larger in diameter (almost impossible to see the difference).
- i. **ORDERING OF EQUIPMENT:** Request of new or replaced equipment must be made officially through the Flotilla Commander to the Division Commander to the AUXLO via email.
 - i. Request equipment for new boat crew from AUXLO
 - ii. Request replacement of equipment from AUXLO
 - iii. Replaced equipment, other than personally owned equipment, must be returned to the AUXLO/ASC
- j. **DIVISION EQUIPMENT:** Division equipment must be placed on a separate AF538 with "Division Equipment" written on the AF538 and signed by the assigned Auxiliary member responsible for storage.
 - i. The Division member responsible for the equipment must get the equipment inspected.
 - ii. Distribute the AF538 as listed above, except send the Flotilla copy to the Division Commander to be stored in the Division binder.
 - 1. Distribution of the AF538 is the same as defined in number 1 above "Completing and Distribution of Form AF538" (Flotilla copy sent to Division Commander)
 - 2. Notification of the inspections is same as defined in number 2 above "Inspection of PPE" (Flotilla Copy sent to Division Commander)
 - 3. Serial number should start with DIVxxxx. Example: DIV0010, DIV0007
 - 4. Assigned member is to maintain a copy of the AF538
 - 5. NOTE: (As a Reminder) The Inspected and Signed copy of the AF538 must be sent to the ASC.

- k. **FACILITY EQUIPMENT:** Equipment stored on a Facility:
 - i. The equipment must be on a Separate AF538 with “Stored on a Facility” written on the form
 - ii. The owner of the Facility is responsible for the inspection and storage of the equipment
 - 1. Distribution if the AF538 is the same as defined in number 1 above “Completing and Distribution of Form AF538”
 - 2. Facility owner is to maintain a copy of the AF538
 - 3. Serial number should start with FAC and the last four numbers of the Facility number. Example: FACxxxx.
 - 1. NOTE: (As a Reminder) The Inspected and Signed copy of the AF538 must be sent to the ASC.
- l. **COXSWAIN:** It is the responsibility of the Coxswain to insure that each Boat Crew member has the proper equipment and that it is in good operating condition. The equipment must be attached to the PFD properly.
- m. **EPIRB OR PLB:** EPIRB or PLB must have the serial number listed on the AF538. They also must be tested monthly and the test dates entered on the “Rescue and Survival Systems equipment maintenance Record” and stored in the Flotilla binder.
 - i. Must follow MPC
- n. **To be implemented soon (this is what the Coast Guard is working toward):**
 - i. No extra PPE equipment will be stored on a Facility other than what is stated (required) in the Operational Manual
 - ii. Excess equipment should be returned to the AUXLO for redistribution in the Sector